

Instructor Certification

Tim: How do I become a certified LETB Instructor?

Perry: You must

- Be an ILEA graduate
- Have three years L.E. experience
- Attend and successfully complete an LETB approved Instructor Development
- Complete the required hours of instruction under the guidance of an ILEA certified instructor
- Make application for instructor certification within a year of completing Instructor Development

Tim: In what law enforcement subjects will I be allowed to instruct once I obtain this certification?

Perry: This certification is considered a primary/generalist. It allows an instructor to provide training in any subject the trainer feels they have experience and education sufficient to provide good quality information. The exception would be psychomotor skills:

- EVO
- Firearms
- Physical Tactics

Tim: Could you go more into detail regarding the psychomotor skill instructors?

Perry: Yes, these require more training for the instructor due to it being of a high liability area. To become a psychomotor skill instructor it requires the officer to be an LETB Primary Instructor and then complete an LETB approved instructor course in the area for which they seek certification.

Tim: So far we have discussed law enforcement officers becoming instructors, what if I was a civilian employee; could I become an LETB certified instructor?

Perry: That is a possibility. Under certain circumstances an employee of a law enforcement agency may be allowed to become a primary/specialist instructor. To become certified it would require:

- A letter from the department head stating he/she will be used to train law enforcement and why it is necessary to use a civilian rather than a sworn officer.
- Successfully complete an approved instructor development class
- Apply to the LETB to become a certified instructor

Tim: We discussed generalist, specialist and psychomotor skill instructors, are there other classifications?

Perry: Yes, there is master instructor, senior instructor, academy instructor (reserve and basic) and provisional instructor.

Tim: How would I go about obtaining the different certifications?

Perry: Let's start with master instructor which is the highest level of certification offered by the LETB. To obtain this level you must:

- Have Bachelor Degree – 7 Years Law Enforcement – 2 Years as a Primary Instructor or; Associate Degree – 10 Years Law Enforcement – 5 Years as a Primary Instructor or; Less Than 60 College Hours – 15 Years Law Enforcement – 5 Years as a Primary Instructor.
- Submit a standard instructor application, short resume and a cover letter explaining your desire to become a master instructor to the Chairman of the Master Instructor Committee.
- Once the Committee assures the basic requirement has been met the candidate will be asked to interview before the Committee.
- If the interview is successful the candidate will be asked to select a mentor to assist them in the program, this must be a current Master Instructor.
- Candidates will be required to teach a basic class, in-service class and instructor development. Each class will be observed and evaluated by the mentor.
- Candidates will also be required to prepare a research paper on a law enforcement subject of their choice. The paper will be evaluated by the Committee as to its construction, use of grammar and accuracy of information.
- Once the paper is accept by the Committee candidates will then be required to come before them and verbally support the writing.
- Candidates have one year to complete the requirements however, a one year extension may be granted by the Committee.

The next level of certification is that of senior instructor, this requires:

- Being currently certified as an LETB Instructor
- Making application by presenting a letter of intent to become a candidate in the program along with a resume to the ILEA Director of Training
- Successfully complete a two week training program

Reserve and basic academy instructor certification requires:

- Current LETB instructor certification
- Assignment to the academy training staff with training being the bulk of an officer's assignment
- A letter from the academy director verifying the assignment
- Submit the standard application appropriately marked and completed

Provisional instructors are a little different than what has been discussed previously. This certification is primarily for a trainer that may be providing one-time-training in a specific subject. An example may be if an agency purchased new equipment and the provider were to furnish training on the equipment's use. The provider not being certified could request a provisional certification by:

- Completing an Application for Instructor and marking the box provisional instructor
- Submit a resume, lesson plan and training objectives
- Must seek renewal yearly, but may be rejected and referred to the provider program

Tim: Once I become certified do I ever have to recertify or is my certification good for life?

Perry: Certification is good for three (3) years from date of approval. Failure to recertify within one year of an expiration date requires the instructor to repeat the classes that gave them original certification.

Tim: How do I recertify?

Perry: A generalist or specialist must document at least thirty six hours of training over their three year certification period. They would then submit an application for recertification.

A psychomotor skill instructor must document thirty six hours of instruction in their skill area. If they have more than one skill area they must provide a minimum of thirty six hours in each skill.

Academy staff instructor would be the same as a generalist or psychomotor instructor, with the addition of a letter indicating their assignment to an academy staff position.

Master Instructor requires the same procedure as a generalist or psychomotor skill instructor with the addition of documentation they have evaluated three instructors per year or three programs per year.

Senior instructor requires the same documentation as a generalist or psychomotor skill instructor and documentation of completion for the Senior Instructor Training Class.

Tim: You spoke of documenting training hours. How would I document my training hours?

Perry: On letterhead you would list:

- Number of hours instructed
- Date training occurred
- Class subject
- Location of training
- Number of students

This documentation would then be forwarded to the ILEA with the application for recertification.

Tim: Do I need to send training rosters?

Perry: Do not send rosters, only the letterhead with the required information and application for recertification.

Tim: How far from my expiration date do I need to send my application to the Academy?

Perry: Thirty days prior to the expiration date should be fine, but no more than sixty days. The certification period is determined by the date the instructor card is issued so if you submit for recertification seven months ahead of time you shorten your cycle by that many months. Another important issue is that if you allow your certification to go past 365 days of the expiration date you will be required to start over.

Tim: Do you have any last comments regarding certification or recertification?

Perry: I would encourage trainers who have questions to consult our webpage and if they do not find the information there contact my office.

Instructor Development Course

TIM: We'll be talking today with Lt. Lance Burris, a Master Instructor here at the academy and a retired Chief of Detectives. Among other duties, Lt Burris is the Officer in Charge of all Instructor Development Courses here at the academy and throughout the State of Indiana.

I guess my first question to you Lt Burris would be, "What is the Instructor Development Course all about?"

LANCE: Well Tim, it is a 40 hour course of instructions that will prepare officers to develop and conduct quality training programs. This learning experience is enhanced through videotaping of the students lectures and peer group assessment.

TIM: Sounds pretty intense

LANCE: It's not an easy class Tim. It's very demanding and the students have to apply themselves to what they are doing to successfully complete the program. We want to make sure that we are graduating informed and competent police instructors. These are the people who will be presenting new and updated training to other officers and they must be knowledgeable in how to conduct an assessment of department training needs and then present the needed training in an understandable method related to that particular training topic.

TIM: If I wanted to be an instructor, how would I go about getting the training? Are there any prerequisites?

LANCE: Yes there are. You must be a Basic Course Graduate and have three years of law enforcement experience. However, there is provision for an officer who has less than three years on the department and that is in the form of a waiver. The officer's Chief, Sheriff or Director simply would send a letter to the academy Executive Director, Mr Rusty Goodpaster, requesting a waiver of the three year requirement. A reason for the waiver must be stated in the letter of request. This request will then be reviewed by the Executive Director and the applying department will be notified of the status.

Tim: What about civilian personnel that works for a law enforcement agency? Can they attend also?

LANCE: Again this would depend on the department CEO sending a waiver request to the Executive Director for the three years of law enforcement experience. The letter would have to point out why the CEO needs the civilian personnel as an instructor.

TIM: Let's just suppose that I have the approval to go to an Instructor Development course, what would I need to do then?

LANCE: Your next step would be to check the academy website to see when and if upcoming classes are available. Once you find one, your CEO will make application for you on the Academy TRATS registration site. I might add that once you find one you might want to get registered as soon as possible because the courses here at the Academy fill up rapidly and we only accept 20 students per class. We limited it to 20 students for more one on one instruction.

TIM: After I've registered, then what?

LANCE: Just sit back and wait for a letter of acceptance that will inform you to go online at our academy TRATS site where you will receive reporting instructions and information about the class.

TIM: What time would the first day's class start and how long are the training days?

LANCE: The student's first day will start at 0830 hrs, but we ask they be there at 0800 hrs to check-in at the front desk and with Quarter Master to get their identification tags. Most of the training days normally end around 1720 hrs except for Friday.

TIM: Lt, can you describe what the first day of training would be like?

LANCE: As I said earlier, the class will begin at 0830 hrs at which time they will receive a class orientation that will cover what each block of instruction will entail. They will go through what we call, "parking lot" issues like completing a personal data sheet, a training roster and other pertinent forms. Once the orientation is completed, the students will be exposed to the first block of instruction called "Impromptu Exercises." Now, this is probably the hardest part of the whole course, where the student will be given a common everyday word.....perhaps something like spoon or apple or diapers and they will have to get up in front of the class and talk for two minutes about that word. It's a lot more difficult than it sounds and they will quickly learn just how important a properly prepared outline is.....and we'll teach them how to do that.

Impromptu is followed by what we consider a couple of core classes of the course, "Performance Objectives," "Developing Lesson Plans" These two classes are at the base of learning how to develop what you want the students in your classes to learn and how they will do it to include what we call a "map" or "guideline" in the development of a lesson plan to facilitate that learning.

TIM: What are some of the other topics the Instructor Development student will be exposed to?

LANCE: There will be a lot of other topics essential to the development of the instructor like:

Training Aids

Power Point

Adult Learning

Constructing Evaluations

Question Techniques

Needs Analysis

Experiential Learning Cycle

Records and Certifications

Theories of Learning

Developing Practical Exercises

Role of the Instructor

TIM: I suppose there will be presentations the students will be required to do?

LANCE: Oh yes, besides the Impromptu Exercises, students will be responsible for presenting a 10 minute presentation to the class on any topic they would like to relate.....perhaps a hobby, a sport, their family.....any thing they want to tell the class about except no law enforcement topics. They will have to prepare a lesson plan for this class, but by this time they will have had instruction on how to prepare the lesson plan.

The other presentation will be a 50 minute presentation on an assigned law enforcement related topic. The student will receive this topic in their reporting letter which will give them time to start research on it. Although the lesson plan must be prepared for a 50 minute presentation, the student will only have to give 20 minutes of it. The Instructor Development Assessor, who is evaluating the presentation, will review the lesson plan to see if they had enough material to go another 30 minutes.

There will be other short and brief periods of exposures in front of the class throughout the course. We want to get rid of that fear of being in front of a class to make them more comfortable and confident in the delivery of their topic.

TIM: So, after this 40 hour class I will be a certified law enforcement instructor?

LANCE: Remember I told you this is not an easy class where you just go in, sit down and listen to a lecture? Well, it continues....but it's not all that bad.

What you do after you have successfully completed the 40 hour course is to return to your department where you will develop and instruct a course to police officers under the watchful eye of a certified law enforcement instructor. The number of hours you will have to teach is determined and pro-rated on a scale of 12 hours per year. In other words, let's just say you complete the course in the month of June, then, based on a pro-rated scale of 1 hour per month, you would have to complete 6 hours of monitored training. Once that is completed, you would make application to the academy with those documented hours of instruction. The application intake officer will then review your application and approve or disapprove your request to be a certified instructor. You would then be notified by mail as to your status. Your initial status, upon approval, would be that of a "primary instructor." In other words, you could teach any topic we teach here at the academy except a psychomotor skill like Firearms, EVO or Physical Tactics. Those certifications could come later with your attendance to a specialized training course.

TIM: How long would my certification be good for?

LANCE: Your certification will be valid for three years and it is up to the certified instructor to know when their certification is about to expire and make application to the academy to renew it.

TIM: With my certification in hand, who could I instruct and get credit that would count toward my 12 instructional hours per year?

LANCE: Validated training would have to be training to other police officers. Training given to civilians would not count toward the mandate; it would have to be to police officers.

TIM: Is there any other place that a person could take the Instructor Development besides at the academy?

LANCE: There are other satellite academies and training councils or members of their staff, who have met the educational requirements and are therefore authorized by the Law Enforcement Training Board to provide a certified Instructor Development Program and you can find them listed on the academy website:

Academies

Northwest Indiana Law Enforcement Training Academy
Indiana University Bloomington Training Academy
Indianapolis Metropolitan Police Department
Fort Wayne Police Department Academy
Indiana State Police Training Academy
Southwest Indiana Law Enforcement Training Academy

Training Councils

Southwest-Jasper area
Central- Plainfield area
North Central- Grissom Complex
North West- Gary
North East- Elkhart area
South Central- Dearborn Co area

TIM: How many classes are being held at the academy this year?

LANCE: In 2008, the academy will be conducting five courses:

Feb-March-June-Sept-Oct

And, you can check the academy website to see where other classes are being held in the state.

TIM: We've been talking today with Lt. Lance Burris about the Instructor Development Program and how you might go about becoming a student in the course. If you have any questions you can contact Lt Burris at 317-837-3265.

